

## EPA Official Record

**Mail ID:** b1377c8082a94575a0e7ae6a8cb07268

**From:** Aoyama, Joyce

**To:** Mackey, Cyndy

**Copy To:** Wells, Mike; Kahlo, Meaghan; Smith, Candace

**Delivered Date:** 03/13/2014 12:52 PM EDT

**Subject:** Coeur d'Alene Boxes for Archiving

Cyndy,

I finished entering the last batch of boxes into Versatile and put the two types of box contents lists on your desk with some cryptic instructions on post-it notes.

- The stapled SF135 with box contents list goes into Box 1 of 44 (in front of the first folder)
- The stack of box reports are for each box. Please write the Versatile box # on the front of the box (just under the Box ## of 44).
- The boxes can be numbered with the accession number on the SF135 and box reports 412-14-0279
- Was anyone going to double check or QC the boxes or was that done when you created the list?

Please let me know if you have any questions. Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax